



Newport Beach Fire Department  
Fire Prevention Division  
3300 Newport Blvd., Newport Beach, CA 92663  
(949) 644-3106 Fax (949) 644-3120

Permit valid once stamped and  
signed by Fire Department  
representative.

### APPLICATION FOR PERMIT

#### APPLICANT

Applicant Name: \_\_\_\_\_  
Print Signature

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Business Phone #: \_\_\_\_\_ Business Fax #: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

- ☐ **Special Conditions of Permit Apply,**  
**\*\*See Attached.** (office use only)  
☐ **Inspection Required** (office use only)

#### LOCATION OF EVENT

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Attendance: \_\_\_\_\_

Event date: \_\_\_\_\_ Event time: \_\_\_\_\_

#### SPECIAL EVENT PERMIT

*A site plan is required for all permits, except candle permits.*

☐ **Tents and Membrane Structures** in excess of 400 sq ft with sides or 700 sq ft without sides

Size of tent(s): \_\_\_\_\_ Dates of Use: \_\_\_\_\_

Site plan required to include the following:

- Square Footage of canopy, tent or membrane structure.
- Number of Tent Walls
- Location of Exits (include size, type, etc.)
- Location of Fire Extinguishers (minimum 2-A: 10-B:C) with current service tag & required signage ie, "No Smoking" signs
- Diagram for interior type of event including location of chairs, tables, merchandise.
- Occupant load for event. Use 15 square feet per person for events with tables and chairs. Use seven square feet per person for events without tables and chairs. An approved occupant load will be listed as a requirement of permit when issued.

☐ **Liquefied Petroleum Gas (LP-gas)** Size of tanks: \_\_\_\_\_ Quantity of tanks: \_\_\_\_\_

Site plan required showing location of cooking or heating equipment and structures.

☐ **Liquid or Gas-Fueled Vehicles or Equipment in Assembly Buildings**

Quantity of vehicles: \_\_\_\_\_

Diagram required of interior type of event including location of chairs, tables, vehicles.

- Location of Exits

☐ **Candles & Open Flames in Assembly Areas** Special Event Fee: \$50.00 Annual Fee: \$135.00

Quantity of candles: \_\_\_\_\_ Dates of Use: \_\_\_\_\_

- Arrangements to be secured together as one unit.
- Trim wicks to reduce flame height.

☐ **Other (specify) -** \_\_\_\_\_

#### SPECIAL EVENT FEES

\$189.00 – All Other Special Event Permits \$379.00 – Expedite Review <2 working days

\$234.00/hour - Pre Event Inspection {1 hour minimum}

\$530.00 – Base Fee {2 hour minimum} \$180.00/hour after base fee– Weekend or Holiday Inspection

*Note: Fire permits are not transferable. If a business is sold, quantities or processes are changed, a new permit is required.*